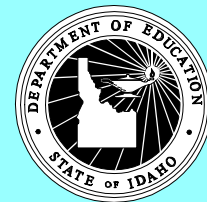
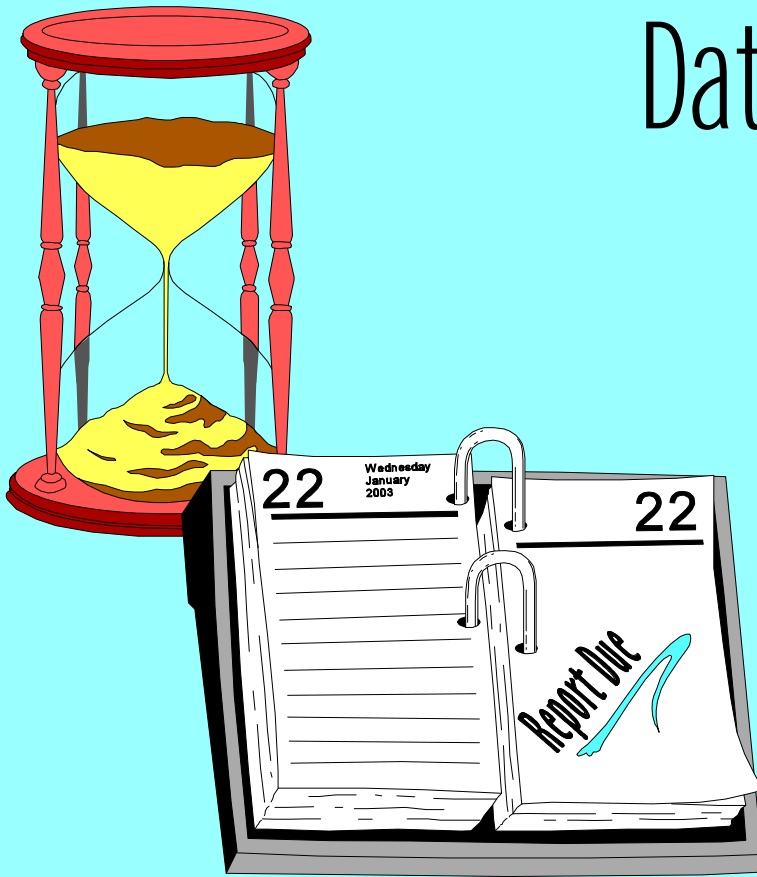


# Data Acquisition Calendar 2005-2006



MARILYN HOWARD, Ed.D.  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
BOISE, IDAHO

# Monthly 2005-2006

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	Commodity Order Form	District/Charter	Child Nutrition	Tammy Ray Dennis McNees 332-6831	Federal Regs. 7 CFR 250	Initial order due by the 10th of each month. The surplus and Group B commodity order due by the 25th.
Monthly	Reimbursement Accuracy Claim Sheet (RACS)	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Heidi Martin Tammy Ray 332-6820	Federal Regs. 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.
Monthly	Reimbursement Claim	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Regs. 7 CFR 210	Due the 10th of each month for reimbursable meals and milk.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

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**July 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 01	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Larry Norton 332-6881	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
July 01	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Audit Requirements	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 01	Commodity Usage Report (PAL)	District/Charter	Child Nutrition	Tammy Ray Dennis McNess 332-6831	Federal Audit Requirements	The PAL report shows the value of commodities ordered by the program.
July 15	Annual School Bus Certification Report	District/Charter	Pupil Transportation	Ray Merical 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15	Cash Balance Report for State Tobacco Tax and Title IV	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	OPE Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
July 15	District Stop Arm Violation Summary	District/Charter	Pupil Transportation	Lanette Daw 332-6851	State Laws IC 49-1422 IC 49-1423	Number of stop arm violations that occurred during the prior school year.
July 15	Quarterly Cash Balance Report	District/Charter	Special Populations, State Tobacco, and Various Other Programs	Susan Hansen 332-6900 Peggy Temple 332-6874 Lester Wyer 332-6916 Inquire at 332-6874	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required by Federal Programs with advance payments. Contact appropriate program office.
July 15	Run/Route Report	District/Charter	Pupil Transportation	Rodney McKnight 332-6856	State Law IC 33-1511	Annual Runs and Routes report.
July 15	School District Budgets	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.
July 16	Technology Grant Application and Progress Report	District/Charter	Technology Services	Rich Mincer 332-6972	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.

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### July 2005 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 30	Migrant Summer School Report	District/Charter	Student Achievement	Irene Chavolla 332-6907	Federal Law PL 107-110	Required for federal reporting.
July 30	ADA by County	District/Charter	Public School Finance	Brenda Goertzen Tim Hill 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
July 30	Educational Directory Updates	District/Charter	Public School Finance	Greg Berg 332-6841	Federal Act USC 9001.402(b)	Information used for current school year Idaho Educational Directory.
First Friday of July or Third Friday in January	School Wide Program Plan	School/Charter	Student Achievement	Sherawn Reberry 332-6906	Federal Law PL 107-110	For new Title I schools.

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**August 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August 15	Building Demographics	District/Charter	Public School Finance	Greg Berg Myrna Holgate 332-6845	State Law IC 33-120	Updates related databases for the upcoming school year.
August 15	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.
August 19	School Lunch Match Report	District/Charter	Child Nutrition/Public School Finance	Colleen Filmore 332-6820 Julie Oberle 332-6842	State Law IC 33-1015 IC 33-120	Required for state and federal reporting. State matching funds to operate the National School Lunch are the FICA/PERSI payments for school lunch employees.
August 31	Summer High School Graduate Survey	District/Charter	Public School Finance	Greg Berg 332-6841	Federal Act USC 9001.402(b)	Required for state and federal reporting.
August 31	Extended Reading Intervention Evaluation and Intervention Reporting	District/Charter	Accountability, School Choice & Education Improvement	Chris Hanson 332-6978	State Law IC 33-1615	Principal online reporting of Extended Reading Intervention data.
August (7 days after end of session)	Enrollment/Attendance Reports for Approved Summer Alternative Schools	District/Charter	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002C	Enrollment and attendance (including instructional staff) of SDE approved summer school programs only.
August (7 days after end of session)	Enrollment/Attendance Reports for Summer Juvenile Detention Programs	District/Charter	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 31	IBEDS Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004C	Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program.
August 31	Evaluation for Neglected and Delinquent Programs Title I, Part D, Subpart 1 and 2	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law PL 107-100	Required for accountability and data collection.

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**September 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 15	Bond, Plant, and Levy Election	District	Public School Finance	Brenda Goertzen Tim Hill 332-6840	State Law IC 33-120	Report of Bond, School Plant, and Supplemental Levy elections held during the fiscal year.
September 15	Statewide Testing Materials Request Form for Direct Writing/ Direct Math Assessments	District/Charter	Counseling & Assessment	Sally Tiel 332-6943	State Board Rule IDAPA 08.02.03.111	Establish local testing program needs for the Spring assessment program.
September 30	After School Snack Review	District/Charter	Child Nutrition	Mary Jo Marshall Tammy Ray Heidi Martin Colleen Fillmore 332-6820	Federal Reg. 7 CFR 210	Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year.
September 30	Alternative Secondary School District Expenditure Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-1002F	Required for compilation of Alternative School Report.
September 30	Border District Contract	District	Public School Finance	Tim Hill 332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30	IFARMS Annual (Financial) Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(7) IC 33-120	Required for state and federal reporting.
September 30	Lottery Funds Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(7) IC 33-905 IC 33-120	Required for state reporting.
September 30	Pupil Transportation Reimbursement Claim	District/Charter	Pupil Transportation	Lanette Daw 332-6851	State Laws IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.

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**October 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Feeding Program Application and Renewal	District/Charter	Child Nutrition	Sally Bartlett Lynda Westphall 332-6821	Federal Regs. 7 CFR 226	Feeding children in Head Start, childcare centers and homes, homeless shelters and At-Risk Snack sites.
October 1	Teacher of the Year	District/Charter	Public Information	Allison Westfall 332-6812	SDE	Districts submit nominations to SDE.
October 15	Civil Rights Compliance Report	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820	Federal Regs. 7 CFR 210	Report summarizes ethnic status from low income applications on file as of October 1 for participants in the National School Lunch Program.
October 15	Application and Budgets for 2005-2006 Federal Special Education Funds	District/Charter	Special Education	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.180	Carry-over allowed if unexpended funds remain as of September 30, 2005 for 2004-2005 grant only. Carry over not allowed for discretionary funds.
October 15	Cash Balance Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	OPE Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 15	District Salary Schedules	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Required for instructional and administrative staff for 2005-2006.
October 15	IBEDS Reporting	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Submission of all district staff and salary for 2004-2005. Used for both funding and statistical purposes.
October 15	Highly Qualified Paraeducators Assurance	District/Charter	Student Achievement/ Public School Finance	Jan Byers 332-6953 Myrna Holgate 332-6845	Federal Law PL 107-110	Required for accountability and continued employment of paraeducators; included as a part of the IBEDS data collection.
October 15	State Accreditation Reports for Elementary, Middle, Junior and Senior High Schools	School/Charter	Curriculum	Shannon Page 332-6942	State Law IC 33-119 Northwest Association	Required for all public schools; voluntary for private schools.
October 15	Title I-A Comparability Reports	District/Charter	Student Achievement	Sherawn Reberry 332-6900	Federal Law PL1073/10	Documentation verifying Title I districts have met federal comparability requirements.

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### October 2005 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15	District's Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than October 15.
October 15	Quarterly Cash Balance Report	District/Charter	Special Populations, State Tobacco, and Various Other Programs	Susan Hansen 332-6900 Peggy Temple 332-6874 Lester Wyer 332-6916 Inquire at 332-6874	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15 2005-2006 only (March 1 thereafter)	Supplimental Services Provider Application	District/Charter	Student Acheivement	Jan Byers 332-6953	Federal Law PL 100-297	Required for accountability of schools indented for school improvement.
October 29	Civil Rights Compliance Report	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820+A22	Federal Reg. 7 CFR 210	Report summarizes ethnic status from low income applications for participants in the National School Lunch Program.
October 29	Financial Status Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	State Legislative Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
October 29	Technology Grant Application and Progress Report	District/Charter	Technology Services	Rich Mincer 332-6972	State Law IC 33-4806	Approved progress reports and budget forms are required prior to receiving continuing technology funds.
October 31	Financial Status Report	District/Charter	Speciat Population Services	Susan Hansen 332-6900	Federal Law (NCLB Act) PL107-110	Report of carryover funds from preceeding project fiscal year for federal and certain state programs.

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# November 2005

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November 7	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charter	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002(5) IC 33-1009(3)	First period ends 1st Friday of November. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of November.
November 15	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced parent income.

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**December 2005**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1	Annual Survey of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law NCLB Act PL107-110	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.
December 1	Separate Attendance Unit Report	District	Public School Finance	Brenda Goertzen Tim Hill 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 15	IBEDS Corrections	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Last day IBEDS corrections accepted.
December 15	Special Education Child Count	District/Charter	Special Education	Lester Wyer 332-6916	Federal Regs. 34 CFR 300.754	December 1 child count required for Federal Title VI-B funding. Gifted and Talented students are counted as well.
December 20	IBEDS Salary/Usage Changes	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004D	Deadline for any changes to salaries and wages due to settled contracts.

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**January 2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 2	Application for Impact Aid	District	Special Population Services	Marybeth Flachbart 332-6973	Federal Law Title VII, PL 874 PL 107-110	Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE.
January 9	Application for Tuition Equivalency Funds	District/Charter	Special Education	Lester Wyer 332-6916	State Law IC 33-2004	Special education students application for tuition equivalency funds 2004-2005.
January 15	Application for Title I Reallocation Funds	District/Charter	Student Achievement	Sherawn Reberry 332-6906	Federal Law PL 107-110	Districts apply for the additional funds annually.
January 15	Cash Balance Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	State Legislative Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
January 15	Quarterly Cash Balance Report	District/Charter	Special Populations, State Tobacco, and Various Other Programs	Susan Hansen 332-6900 Peggy Temple 332-6874 Lester Wyer 332-6916 Inquire at 332-6874	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required by Federal Programs with advance payments. Contact appropriate program office.
January 31	Building Additions, Reconfigurations, Deletions	District/Charter	Accountability & School Choice /Public School Finance	Sally Tiel Myrna Holgate 332-6943	Federal Act UCS 9001.402(b)	All school district building additions, reconfigurations and deletions for 2006-2007 are needed to complete the nonfiscal surveys for the common core of data.
First Friday of July or Third Friday in January	School Wide Program Plan	School/Charters	Student Achievement	Margo Healy 332-6901	Federal Law PL 100-297	Required of new Title I schools.

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## February 2006

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1	Point of Service Counting Review	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Tammy Ray Heidi Martin 332-6820	Federal Reg. 7 CFR 210	Does require follow up; keep on file for review by SDE. Form is available at <a href="http://www.sde.state.id.us/child">www.sde.state.id.us/child</a> then choose Reporting Packet.
February 15	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 332-6842	Federal Reg. 34 CFR 75.563	Provides information to calculate indirect cost rate used by Federal Programs.

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**March 2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March 1	Federal Consolidated Plan Final Amendments	District/Charter	Special Population Services	Susan Hansen 332-6900	Federal Law PL 107-110	Required only if significant changes to plans are needed since the plan was previously approved.
March 1	Supplemental Services Provider Application	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law PL 100-297	Required for accountability of schools identified for school improvement.
March 3	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	School/Charters	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002(5) IC 33-1009(3)	Second period ends 1st Friday of March. Building reports should be reviewed by the district office and mailed no later than the 2nd Friday of March.
March 3	Eligible Participants for Free and Reduced Price Meals	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Reg. 7 CFR 210	Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via the internet on CNP2000 at <a href="http://www.sde.state.id.us">www.sde.state.id.us</a>
March 31	Safety Busing Annual Affirmation Form	District/Charter	Pupil Transportation	Ray Merical 332-6851	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.
March 31	Request for New Safety Busing	District/Charter	Pupil Transportation	Ray Merical 332-6851	State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190	Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement.

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**April 2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 1	Annual Commodity Acceptability Survey	District/Charter	Child Nutrition	Tammy Ray 332-6823	Federal Reg. 7 CFR 250	Annual acceptability survey of USDA food commodities received during the current year.
April 1	Child Count Verification	District/Charter	Special Education	Larry Streeter 332-6914	Federal Law PL 105-17	Submit complete copies of IEP's and Evaluation/Eligibility Report for randomly selected students requested by SDE as verification of December child count. Also, provide enrollment verification.
April 1	Early Retirement Incentive Application	Certified Applicant	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-1004G	Application filed with SDE by April 1 to participate in Early Retirement Incentive Program (ERI) for Certified Instructional Staff only.
April 15	Cash Balance Report for State Tobacco Tax and Title IV Programs	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	State Legislative Audit Recommendation, Report 98-01	Report required for State Tobacco Tax and Title IV Programs.
April 15	Quarterly Cash Balance Report	District/Charter	Federal Programs, State Tobacco, and Various Other Programs	Susan Hansen 332-6900 Peggy Temple 332-6874 Lester Wyer 332-6916 Inquire at 332-6874	Federal Regs. 34 CFR 75.702 34 CFR 80.20(7)	Required for Federal Programs with advance payments. Contact appropriate program office.
April 30	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Myrna Holgate 332-6845	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.

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**May 2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Camp Special Milk Application and SDE Renewal Forms	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Contact SDE for application forms.
May 1	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Lynda Westphall Sally Bartlett Jean Zaske 332-6821	Federal Reg. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
May 1	Outcomes Survey	School	Special Education	Jean Taylor 332-6918	Federal Law PL 105-17	Special Education high school seniors complete a post card survey for research purposes.
May 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Larry Norton 332-6881	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
May 1	Verification of Early Retirement Incentive Applicant's Eligibility	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6840	State Law IC 33-1004G	Verification of ERI applicants' eligibility and of the data upon which incentive amount is based.
May 1	Special Education Discipline Report	School/Charter	Special Education	Jean Taylor 332-6918	Federal Regs. 34 CFR 300.146	Special Education students suspended for more than 10 days per school year must be reported.
May 5	Extended Reading Intervention Application Submission	School/Charter	Accountability, School Choice & Education Improvement	Chris Hanson 332-6978	State Law IC 33-1615	Principal online application for extended reading intervention.
May 9	Migrant Summer School Application	District/Charter	Student Achievement	Irene Chavolla 332-6907	Federal Law PL 107-110	Required for continued Title I-C funding for summer school.
May 15	District Goals and Superintendent Highlights	District/Charter LEA	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-120	Used in Idaho School Profiles.
May 15	School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2006-20067.

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**May 2006 (Continued)**

DUE DATE	FORM NUMBER	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 15		Summer Alternative Secondary School Applications	District/Charter	Curriculum	Bureau Chief 332-6891	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.
May - June (7 days after school ends)	Third Reporting Period	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	District/Charter	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002(5) IC 33-1009(3)	Building reports should be reviewed by the district office and mailed no later than one week after the last day of school.
May 31		Supplemental Services District Evaluation	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law PL 100-297	Required for accountability of schools identified for school improvement.

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# June 2006

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools with an increase of 20 or more students.
June 1	Commodity Contact & Delivery Update	District/Charter	Child Nutrition	Tammy Ray Dennis McNees 332-6831	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving commodities.
June 15	Indian Student Report/Indian Education (JOM)	District/Charter	Special Population Services	Marybeth Flachbart 332-6973	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	Special Population Services	Marybeth Flachbart 332-6973	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Border Contract Expense Report	District	Public School Finance	Brenda Goertzen Tim Hill 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2004-2005.
June 15	Federal Compliance Assurances	District/Charter	Special Population Services	Susan Hansen 332-6900	Federal Regs. 34 CFR parts 82 & 85	Must be on file at the SDE prior to the funding of new awards for the fiscal year.
June 30	Federal Consolidated Plan	District/Charter	Special Population Services	Susan Hansen 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, State LEP, Title III, and Title V-A programs. Must be approved by SDE before expending any of these program funds.
June 15	Technology Grant Application and Technology Survey	School/Charter	Technology Services	Rich Mincer 332-6972	State Law IC 33-4806	Approved technology inventory forms are required prior to receiving continuing technology funds.
June 15	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberlie 332-6842	Federal Law PL 100-297	Report of students placed by Idaho court-order in a licensed home or facility.
June 15	Idaho Reading Indicator Spring Test Reporting	School/Charter	Accountability, School Choice & Education Improvement	Chris Hanson 332-6978	State Law IC 33-1614	Principal online reporting of Idaho reading indicator test scores.
June 15	Homeless Education Mini-Grant Application	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law (NCLB Act) PL 107-110	Required for funding homeless programs.
June 30	Even-Start Annual Evaluation	Site/Grantee	Student Achievement	Irene Chavolla 332-6907	Federal Law PL 107-110	Required annually of all Even-Start projects.
June 30	Neglected and Delinquent Programs Application Title I, Part D, Subpart 1 & 2	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law PL 107-110	Required for funding Title I-D programs.
June 30	Johnson-O'Malley (JOM) Application for Contract	District/Charter	Special Population Services	Marybeth Flachbart 332-6973	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.

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**Annual 2005-2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Annual	Annual Storage Facility Self-Evaluation Form	District/Charter	Child Nutrition	Tammy Ray 332-6823	Federal Regs. 7 CFR 250	Review of all commodity storage warehouses and individual sites. Retain on file for review by the State agency.
Annual	ESEA, Title IV Safe & Drug-Free Schools & Communities Act	District/Charter	Safe & Drug Free Schools	Claudia Hasselquist 332-6960	Federal Law PL 103-382	Annual report to comply with Federal Safe & Drug Free Schools Act.

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**No Fixed Date 2005-2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Accountability and School Choice/ Public School Finance	Sally Tiel 332-6943 Myrna Holgate Greg Berg 332-6845	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	Application for Alternative Secondary School Program	District/Charter	Curriculum	Bureau Chief 332-6891	State Law IC 33-1002C	Approved application required prior to funding during each fiscal year.
As Needed	CNP2000 User Passwords and Authorized Signatures	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Regs. 7 CFR 210	New persons designated by local program administrators to be authorized signers for Child Nutrition Program operations must test out on CNP2000 and receive a password that allows information to be changed or to file claims. Passwords are user specific.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Heidi Martin Tammy Ray 332-6820	Federal Reg. 7 CFR 210	Must be updated if method of counting meals changes during the school year.
As Needed	Team Nutrition Demonstration Grant Project Reports	District/Charter	Child Nutrition	Heidi Martin 332-6823	Federal Grant Requirements	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Special Population Services	Marybeth Flachbart 332-6973	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Seasonal	Statewide Testing Materials Request Form for Winter IRI Record Sheets for grades K-3	District/Charter	Counseling & Assessment	Sally Tiel 332-6943	State Law IC 33-1614	Establishes local testing program needs for the Winter assessment program.
Variable	Curricular Materials Waiver Form	District/School/ Charter	Curricular Materials	Val Fenske 332-6967	Federal Law PL 97-35	Form submitted when district uses a book not on the approved Textbook Adoption List.
Variable	Driver Education Claim for Reimbursement	District/Charter	Driver Education	Drivers Education Specialist 332-6850	State Law IC 33-1707	Due no later than 45 days following completion of class.

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### No Fixed Date 2005-2006 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	Driver Education Collision/ Incident Report Form	District/Charter	Driver Education	Drivers Education Specialist 332-6850	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	Teacher Certification	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	Pupil Transportation	Ray Merical 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.
Variable	Uniform School Bus Accident Report Form	District/Charter	Pupil Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
As Needed	Administrative and Review Grant	District/Charter	Child Nutrition	AnnaMae Florence 332-6820	Federal Grant Requirements	Grantee files periodic reports outlining project activities and budget expenditures.

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It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Marilyn Howard, Ed.D., State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director of Office for Civil Rights, Department of Education, Washington, D.C.